



General Manager, Fire Exit Limited Job description and information pack

Full Time General Manager vacancy
£28,000 per annum, 35 hours per week.

Fire Exit seeks to appoint a skilled and experienced General Manager to join the small, dynamic team in Glasgow, to manage the overall business administration of the company and implement the policy and vision of the Artistic Director and Consultant Producer.

Application

To apply for the position please:

- Refer to the job description and person specification below
- Submit a CV and covering letter to: recruitment@davidleddy.com
- Submit a completed equalities monitoring form here: <http://tinyurl.com/z9djxuc>

Timeline

Fri 5th Feb, 6pm: Deadline for applications
Thurs 11th/Fri 12th Feb: Successful candidates invited to interview
Weds 17th Feb: Interviews in Glasgow

We aim to have the new General Manager begin their post during May 2016. The exact start date will be agreed between the company and the successful applicant.

Relocation support

Fire Exit can offer financial support for relocation and practical help (housing and schools advice, etc.) to a new General Manager relocating from elsewhere.

Funding

Fire Exit Limited is supported by Creative Scotland. Funding currently in place until March 2018 as a Regularly Funded Organisation.

Questions

If you have any specific questions regarding this post, please contact info@davidleddy.com

Background: Fire Exit and David Leddy

Fire Exit is a theatre company based in Glasgow, Scotland. Their multi-award-winning work has been shown all over the world from Boston to Buenos Aires, São Paulo to Santiago, Milan to the Isle of Mull. Prizes include the Edinburgh International Festival Fringe Award, a San Diego Critics' Circle award, two different Herald Angel Awards and a Fringe First Award.

Fire Exit was established in 2002 by artistic director **David Leddy**, who writes and directs the company's shows. David has been described as a 'theatrical maverick' with a 'propensity for fearless experiment' by the *Financial Times*, a 'site-specific genius' by *The Scotsman* and an Edinburgh Fringe Festival 'institution' by *The Independent*. He was also the first person in Scotland to complete a practice-based PhD in theatre and is much sought-after as a mentor and leader of masterclasses at prestigious institutions from the Nucleo de Dramaturgia in Brazil to Yale University in the USA.

The artistic work combines the intellectual stimulation of performance art and the dynamism of new digital technologies with the emotional drive of dramatic new writing. Recent shows include *City of the Blind*, an online political thriller about a U.N. investigator caught in a web of surveillance, violence, and counter-intelligence; *Horizontal Collaboration*, an intense live drama where sex, power and politics collide with emotion, seduction and destruction; *Long Live The Little Knife*, a dynamic, absurd and uplifting theatre piece about forgery, castration and drunkenness; *Sub Rosa*, a gothic promenade piece in the backstage labyrinth of a Victorian theatre; *Susurrus*, where the audience follow a map round a botanic garden and listen to the piece on headphones; *White Tea*, which takes place inside a huge paper box where the audience don white paper kimonos and sip Japanese tea as the actors perform around them; and *Untitled Love Story* where the audience take part in a group meditation on love and art while following four interweaving stories set on the silky nocturnal waterways of Venice.

The company became a charity in 2015 and aims to make artistic experimentation more accessible to wider audiences, through the presentation of high quality, excellent, multi-award-winning theatre. Committed to contributing to capacity building within the Scottish theatre sector, Fire Exit provides numerous creative learning strands, including mentoring and advisory sessions. New technology has been at the heart of the company's work for over 10 years and digital outreach methods are developed to engage audiences beyond the performance. Environmental issues have always been prioritized very highly and low-carbon works are created which can be presented internationally with lower environmental impact than traditional models. Accessibility is important to the company and Fire Exit endeavour to present work that is accessible to all members of the public. Social equality is at the heart of the company's work, particularly through representation of minority groups and marginalised issues on stage.

The company has two full-time posts: Artistic Director and General Manager. All other staff are engaged on a freelance basis.

More information at www.davidleddy.com

Job description

Title	General Manager, Fire Exit Limited
Reports to:	Artistic Director and Consultant Producer
Terms	£28,000 per annum
Start date	May 2016. The exact start date will be agreed between the company and the successful applicant.
Purpose of the job	To manage the overall business administration of the company and implement the policy and vision of the Artistic Director and Consultant Producer.
Hours	Monday to Friday, 10:00 – 18:00 (flexible as required) The General Manager will be required to work some evening and weekends including Sundays and occasional public holidays. The company aims to allow flexible working as much as possible, allowing staff to regularly work from home and to adapt working hours when feasible.

Responsibilities

- Manage all day-to-day administrative affairs of the company and office
- Project management, alongside the Consultant Producer, and working with freelance staff across a number of productions
- Liaise with artists, co-producers, venues and other partners, including dealing with all new correspondence
- Write funding applications, sponsorship proposals and funding applications for both public funds and foundations (with the support of the Consultant Producer and Artistic Director)
- Liaise with key stakeholders, including Creative Scotland
- Manage all scheduling (on projects and within the office)
- Manage all contracting (with support from Consultant Producer)
- Manage all finance and ensure effective financial systems are in place at all times
- Manage and work with freelance financial staff such as accountants and bookkeepers
- Manage and work with freelance administrative staff when needed
- Recruit freelance administrative staff when necessary (with support from Consultant Producer)
- Manage budgets on a day-to-day basis, ensuring that targets are being met
- Alert the Consultant Producer immediately if it is considered that a budget or cash flow is likely to go into deficit
- Oversee marketing campaigns (alongside freelance marketing staff and with support from Consultant Producer and Artistic Director)
- Tour booking, where necessary, both nationally and internationally (with the support of the Consultant Producer and Artistic Director)
- Oversee the delivery of the Creative Learning Programme (with freelance support staff as required)
- Contribute to and oversee the delivery of the Audience Development Strategy
- Prepare reports and collate papers for board meetings and funding bodies

- Manage the company's website and social media presence
- Manage the company's databases
- Proofread communications and ensure accuracy of all documents and publications
- Keep up to date with new cultural policy developments and funding opportunities
- Manage suitable evaluation processes (for each project as well as annually)
- Ensure the company meets all necessary legislation required of it in all areas including in relation to health and safety, employment and equalities
- Ensure the company has suitable insurance policies in place at all times
- Carry out all duties within parameters agreed with the senior management and in accordance with appropriate internal and statutory procedures
- Such other administrative duties, within the competence of the post holder, which may be reasonably required

General requirements

- An ability to travel as required
- To contribute to the development of a professional working environment
- To contribute to the organisation's understanding of diversity and its implications for the arts and to ensure that this understanding informs all the organisation's activities
- To ensure adherence to the organisation's policies and procedures with particular reference to Equal Opportunities and Health and Safety
- To work in a flexible manner in line with the organisation's objectives and role and to be willing to undertake other duties as reasonably requested
- To provide excellent customer care in dealings with the public and other businesses
- To deputise for colleagues as appropriate
- To develop Fire Exit's network of contacts
- To work for the benefit of Fire Exit at all times

Addendum

- The General Manager will be offered training opportunities as appropriate to the role and in line with the company's training budget

Person specification

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Knowledge of arts administration • Knowledge of Scottish arts funding • Knowledge of Scottish & UK arts organisations 	<ul style="list-style-type: none"> • Knowledge of cultural policy developments • An understanding or basic knowledge of marketing, sponsorship and artistic management for a small sized arts organisation.
Experience	<ul style="list-style-type: none"> • Three years' experience in administration in the arts or events (performing arts preferable) • Financial management skills and ability to run and report on budgets • Experience writing fundraising applications and final reports for funders • Experience of UK tour booking 	<ul style="list-style-type: none"> • Database management • Experience of international tour booking • Contracting experience
Qualifications/ Training	<ul style="list-style-type: none"> • Educated to degree standard or equivalent with excellent literacy and numeracy skills 	
Skills	<ul style="list-style-type: none"> • Proven administration and outstanding organisational skills • Ability to work on own initiative and prioritise complex range of tasks • Effective verbal and written communication, including excellent proofreading skills. • Ability to write grammatically correct and persuasive English • Ability to respond appropriately in person and on the telephone • Word processing skills • Knowledge of MS Office programmes, particularly Word and Excel • Understanding of marketing • Excellent computer skills • Ability to work with little day-to-day supervision. 	<ul style="list-style-type: none"> • Ability to work on balance sheets and understand the principles of accounting • Knowledge of Sage Line 50 accounting software
Attributes	<ul style="list-style-type: none"> • Ability to remain calm under pressure • Motivational and organisational skills 	<ul style="list-style-type: none"> • Persuasive communication and track record of successful negotiation